

CAPACITY FUND APPLICATION
*Deadlines: February 1, June 1, and October 1

COVER SHEET

Name of group: _____

Park: _____

Contact person: _____ Daytime phone: _____

Address: _____ Evening phone: _____

City, State, Zip: _____ Email: _____

Your Partnerships for Parks Outreach or Catalyst Coordinator: _____

Is your group a registered 501(c)(3) organization? (Y/N)

If not, who is your Fiscal Sponsor? _____

How much money are you requesting (\$250–\$5,000)? _____

Has your group participated in Partnerships Academy? (Y/N) If so, list year: _____

APPLICATION CHECKLIST

- Completed Cover Sheet
- Narrative (2-3 pages; see questions below)
- Budget
- Copy of IRS 501(c)(3) status letter or letter from fiscal sponsor
- Attachments, if appropriate (photos, fliers, newspaper articles, etc.)

Applications are accepted electronically or by mail, and must be received by 6 p.m. on the day of the deadline. Phone: 212-676-1929

EMAIL TO

channaly.philipp@parks.nyc.gov
Subject line: Capacity Fund

MAIL TO

Partnerships for Parks Capacity Fund
49 Chambers Street, Room 1027
New York, NY 10007

APPLICATION NARRATIVE (Answer these questions in 2–3 pages.)

- ◆ What is your group’s mission? How long has your group been involved in your park? Have you worked with Partnerships for Parks before?
- ◆ What are some of your group’s past achievements?
- ◆ What is your group’s project? Why has your group decided to undertake this project?
- ◆ How will it help expand your group’s ability to care for the park?
- ◆ How is your project a sustainable investment in the park?
- ◆ What is your timeline?
- ◆ What are your project objectives and projected accomplishments? How will you measure your project’s success?
- ◆ Who is the target audience for this project? How will you reach out to them?
- ◆ Who will be involved in the project? Please include partner organizations and volunteers.

If you are applying for a publication, please answer these additional questions:

- ◆ What type of publication would you like to create, and for what purpose? Who is your target audience?
- ◆ How many would you like to produce and how will you distribute them?
- ◆ Do you plan to work with our Art Director, or do you have a designer committed to the project?

PROJECT BUDGET: Please fill out or attach your own. List each item needed to implement the project and its cost.

	Expenditure	Explanation	Cost
Item 1:			
Item 2:			
Item 3:			
Item 4:			

What is your group’s total annual budget? _____

What other actual or potential sources of funding are there for the project?

Will the project happen if you do not receive funding from Partnerships for Parks?
(Y/N)